

## **Certified Ombudsman Trainer Requirements**

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**CNIC Point of Contact:** Ombudsman Training Coordinator

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Training Site Ombudsman Coordinator may assist with berthing arrangements and local area information.

**Only those certified via this course are authorized to instruct/facilitate the Navy's Ombudsman Basic Training (OBT) course.**

### **COT requirements:**

1. Applicant must currently be an Ombudsman (Active Duty or Reserve), an Ombudsman Assembly Chairperson, a paid Fleet and Family Support Center (FFSC) staff member, or spouse of a command senior leadership member – CO, XO or CMC/COB. Others may be considered on a case by case basis. All applicants must demonstrate an in-depth knowledge of all facets of the Ombudsman Program and must be in compliance with all requirements of OPNAVINST 1750.1G CH-2.
2. Successful completion of Ombudsman Basic Training (OBT/eOBT) or refresher training within three years of application date. Ombudsmen must have served at least 2 years as a command ombudsman during this time period.
3. When applicable, applicants must be registered in the Ombudsman Registry and be in compliance with the requirement to submit monthly/quarterly Ombudsman Worksheets for their command/commands.
4. FFSC Staff must have training/facilitating experience and have successfully completed OBT/eOBT. After completing OBT/eOBT staff members are encouraged to continue to learn more about the Ombudsman Program in order to gain the in-depth knowledge required of COT trainers, prior to applying to become COT certified.
5. Approval by CNIC to attend COT training does not guarantee funding approval. Requests for travel funding must be coordinated and approved by the appropriate authority supporting the applicant.

### **Requests to attend Certified Ombudsman Training must contain the items listed below:**

1. COT Application, CNIC 1750/2 – complete in full, providing details that will exhibit candidate's in-depth knowledge of the Ombudsman Program.
2. FFSC Ombudsman Coordinators and staff must have a letter of recommendation from the FFSC Site Manager/Director recommending attendance and authorizing funding for any expenses that may arise from teaching OBT, including any travel that may be necessary. Ombudsman Coordinators applying for COT certification, whether primary or alternate, should have an account in the Ombudsman Registry.

Ombudsmen must have a letter of recommendation from their commanding officer that:

- Reflects knowledge of the applicant's qualifications to fill this position
- Supports the ombudsman's request to attend COT training and authorizes funding, to include travel.
- Extends permission, upon COT certification, for the Certified Ombudsman Trainer (COT) to instruct Ombudsman Basic Training (OBT) for a minimum of one (1) year from completion of the certification course, to include expenses associated with the training. (Requests to teach OBT must be approved by the commanding officer prior to incurring any expense.)

It is recommended that the CO take into consideration his or her transfer date when authorizing an ombudsman to attend COT training and discuss this appointment with the incoming CO, to ensure on-going support of the ombudsman COT.

3. Ombudsmen must also have a letter of recommendation from the FFSC Ombudsman Coordinator or Site Manager, or RCC Warrior and Family Support Specialist (RCCWFSS) for their region or installation. An experienced ombudsman applying to become COT certified, should have an established working relationship with the FFSC/RCC staff through their attendance and involvement with Assembly Meetings, Advanced Trainings, correspondence and other ombudsman related events.
4. Letters of recommendation have a major influence upon whether or not a COT application is approved, and therefore should reflect knowledge of the qualifications and suitability of the applicant. They must include the signatory's title and contact information (email) and/or Point of Contact, in order to receive notification of approval or disapproval of applicant.
5. A copy of the most recent OBT/eOBT completion certificate is required. Older completion certificates may be submitted, but are not required.

COT application packages should be submitted by the FFSC Ombudsman Coordinator or RCC Warrior and Family Support Specialist after ensuring that all required documents have been supplied. Scan and email complete COT application package to CNIC Ombudsman Training Coordinator at [doreen.scott.ctr@navy.mil](mailto:doreen.scott.ctr@navy.mil) or fax to 402-614-0596.

Class sizes may be limited. Please submit your completed application package as soon as possible. The application package must be received NLT 14 days prior to the desired class, for consideration. It is the applicant's responsibility to ensure that it is completed accurately and submitted by the deadline, via the Ombudsman Coordinator or RCCWFSS. Ombudsmen and FFSC Ombudsman Coordinators/RCC WFSSs will have first priority.